

ORDER

U. S. Department of Transportation
Federal Aviation Administration

SO 7210.14

SOUTHERN REGION

7/6/98

**SUBJ: REGIONAL SUPPORT FOR SPECIAL EVENTS AND/OR TEMPORARY AIR
TRAFFIC CONTROL TOWER**

1. PURPOSE. This order establishes guidelines for requesting regional assistance for special events and/or staffing temporary control towers.
2. DISTRIBUTION. The order is distributed to the branch level of the Air Traffic Division in the Southern Region, and to all Air Traffic Field Facilities.
3. EFFECTIVE DATE. May 26, 1998.
4. PROCEDURES.

a. When regional assistance is required.

(1) A letter from an individual or a municipality requesting the FAA's assistance for a special event or to staff a temporary tower shall be directed to the regional office, attention Operations Branch, ASO-530.

(2) Requests must be submitted at least 120 days prior to the date of the event, to allow sufficient lead time for coordinating with the affected facility, obtain equipment and frequencies, negotiate and execute a reimbursable agreement if required, and to allow for publication of Notices to Airmen (NOTAM's), etc.

(3) ASO-530 will determine if resources are warranted and if a reimbursable agreement should be proposed, as well as coordinate with the nearest airport air traffic facility that will support the event.

(4) If it is agreed to support the event, the supporting air traffic facility, or individual, shall furnish ASO-530C (cc:Mail is acceptable), a detailed request showing all requirements, including a breakdown of salaries for personnel, overtime, per diem and travel costs, equipment (radios, telephones/lines, portable light gun, portable towers), and frequencies required.

(5) If approved, ASO-530 will coordinate the equipment and frequency requirements with the Systems Requirement Branch, ASO-510, and with the Airway Facilities Division, ASO-400. All requests must be submitted with a minimum of 120 days lead time.

Distribution: A-X(AT)-3; FAT-0

Initiated By: ASO-530

b. In the event there is no air traffic facility in the geographic area, the closest facility will be contacted and asked to provide support. If there are no air traffic personnel available to support the event, individuals from other air traffic facilities will be solicited or delegated.

c. Field facilities which support special events and/or temporary towers without assistance from the region, may request assistance from ASO-530, to design or implement special procedures or to publish guidance, such as NOTAM's.

d. Reporting.

(1) Ten days following all events, field facilities who supported an event shall furnish a close-out report to ASO-530, detailing man-hours used for each operation, overtime used (number of hours and total money), actual per diem and/or travel expenses, total aircraft operations (IFR and VFR); and problems or issues experienced.

(2) By October 1 each year, all facilities who support special events and/or temporary towers during the year, shall forward to ASO-530, a projection of the next fiscal year's anticipated events, including names, locations, and projected dates.

(3) Using close-out reports provided throughout the year, ASO-530 will track all expenditures, operations and costs of each, analyze resource usage, and formulate the annual budget for the Special Events Program.



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